



TRANSFER OPPORTUNITY

Office Assistant (Typing)
Department of Industrial Relations
Office of the Director
San Francisco

Position: Office Assistant (Typing) Range A \$2073 - \$2520 per month
Range B \$2248 - \$2733 per month

Location: 455 Golden Gate Ave., San Francisco, CA 94120

Duties: Under the supervision of the Chief of Administration and the lead of the Executive Assistant, performs general clerical duties in the Director's Office. Serving as the receptionist to greet the public and answer telephone calls, the incumbent will direct callers to the appropriate division, department or agency; and answer routine questions regarding the work of the Department of Industrial Relations. The incumbent will also perform clerical support duties for the Civil Rights Office and the Special Assistant to the Director. This includes typing correspondence and reports, opening and routing mail, setting up filing systems and filing documents.

Anyone eligible for transfer may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Terry Stevenson
Telephone: (415) 703-4381

Submit application by **February 8, 2007**
Applications will be reviewed and interviews may be scheduled subsequently.